

Job Opportunity Bulletin

Post Date: **4/11/2017**

GENERAL AUDITOR III

Salary: \$4,829.00-\$6350.00

Permanent, Full-Time

Will also consider Auditor II

FINAL FILING DATE: **April 25, 2017**

JOIN THE DDS TEAM!

For information about the
DEPARTMENT OF
DEVELOPMENTAL SERVICES

Please visit our website at
www.dds.ca.gov

Please refer to:

Position #: **473-184-4285-006**

Mail your application to:

Dept. of Developmental Services
1600 Ninth Street, MS-Q
Sacramento, CA 95814
Attention: Rob Whitlock

All applications will be screened
and only the most qualified will
be interviewed.

The Department of Developmental Services (DDS) Audit Branch is a hard-working, confident and innovative team of professionals who build their reputation on unity, integrity and ethics. DDS is seeking individuals who will display a high level of professionalism and innovation while seeking to develop within the Branch.

The General Auditor (GA) III is responsible for performing the complex field audits in planning following the procedural guidelines by Department of Developmental Services and in compliance with State and Federal requirements. The GA III makes recommendations for the resolution of issues related to vendor and regional centers. Participates in entrance and exit conferences and provides input to DDS management, regional centers' officials regarding issues and concerns identified during audits performed. **This position requires travel, including potential overnight assignments.**

Desirable Knowledge and Abilities:

- To apply general accounting and auditing principles and procedures.
- Auditing practices and procedures in auditing governmental jurisdictions, governmental accounting and budgeting.
- Interpret and understand statutes and regulations (Title 17, W&I code, etc.)
- Knowledge in professional accounting; auditing and/or business law

ADDITIONAL INFORMATION: If you are ready to be a part of our DDS team, please submit an original, signed State application (STD.678) by the final file date. All applicants will be screened.

Please include the **basis of your eligibility** (i.e.; list eligibility or transfer must meet the minimum qualifications (MQs) of this classification and **position #473-184-4285-006**. ***If you are using list eligibility from an on-line exam to qualify for this position, you must include it with your application (i.e. copy of transcript, degree, license, etc.) to verify meeting the minimum qualifications (MQs).*** The MQs will be verified prior to interview and appointment. If it is determined that an applicant does not meet the MQs of the classification, the applicant will not be considered and may be withheld from CalHR's eligible list.

CONTACT INFORMATION

Name: Rob Whitlock

Number: (916) 322-7660

Email: Robert.whitlock.ca.gov



DEPARTMENT OF DEVELOPMENTAL SERVICES

1600 9th Street, MS-Q

Sacramento, CA 95814

"Building Partnerships, Supporting Choices"

DUTY STATEMENT

DS 3022 (03/2015)

**DEPARTMENT OF DEVELOPMENTAL SERVICES
ADMINISTRATIVE DIVISION
AUDIT BRANCH
REGIONAL CENTER AUDITS SECTION
DUTY STATEMENT**

JOB TITLE: GENERAL AUDITOR III**POSITION #: 473-184-4285-006**

POSITION DESCRIPTION: Under the direction of a Supervising Governmental Auditor I, the General Auditor III leads the team to perform complex field audits of accounts and records of the regional centers and vendors receiving State and Federal funds for the developmentally disabled. Audits are conducted to determine fiscal and program compliance with the State and Federal requirements.

SUPERVISION EXERCISED: None.

SUPERVISION RECEIVED: Reports directly to the Supervising Governmental Auditor I in the Audit Branch.

Essential Job Functions:

- 35% Serves as lead person to a group of auditors in planning the scope and procedures of audits and advises on difficult problems of audit techniques and procedures. Follows the DDS audit plan for particular sections to be audited. Examines records and interviews staff to ensure recording of transactions and compliance with laws and regulations; Collects and analyzes data to detect deficient controls, fraud or non-compliance with laws, regulations and management policies. Prepares write-up of audit work papers, to include the preparation of point sheets, lead sheets, and schedules to support and document work completed.
- 30% Prepares the draft audit report and audit updates for management review. Reviews the audit team's work papers to ensure work papers are properly indexed and referenced and that audit documentation is in sufficient detail to support findings. Incumbent advises Supervisor of audit-related process and problems through regular reports and special reports.
- 15% Reviews Financial Auditor Reports and systems for effectiveness, and reviews independent Certified Public Accountant audit reports have identified concerns. Requests corrective action plan to address deficiencies identified during the Financial Audit Review, and use of accepted accounting procedures to record transactions.
- 10% Issues management decisions based on audit findings and evaluates provider's response for appropriate and timely corrective action. Consult with staff within the Department, regional centers, vendors, and other agencies to gather information related to resolving audit related issues and works on special projects.
- 5% Researches, analyzes, and interprets regulations (Title 17 Regulations, W&I Code, etc.), government codes, contracts and other pertinent documents to support audit issues identified during the course of the audit.

Marginal Functions

- 5% Appears as an expert witness or representative of the Department in legal proceedings. Participates in the entrance and exit conferences with the Auditee and advises; Confers with facility management and representatives regarding financial and regulatory matters. Provides input, as needed, to inform DDS program managers, regional center officials, and other parties of issues and concerns identified during the audit. Gives testimony during appeal hearings to support and defend work completed.

WORKING CONDITIONS:

Incumbent maybe required to sit for long periods of time using a keyboard and mouse 75% -85% of the time while reviewing documents and developing lead sheets. Incumbent will be required to travel 50% of the time throughout the State of California, including overnight stays from Monday through Friday. Transportation will be by plane and/or car. Carpooling and other methods of reducing costs are required for most transportation needs. Required to push, pull, or lift up to 30 pounds to transport luggage, audit work papers and equipment, such as a laptop and audit case to and from audit work sites. Complete 80 hours of continuing professional education training classes given by California Association of State Auditors every two years. Possession of a valid driver's license may be required.

DESIRABLE QUALIFICATIONS:

- Proficiency in Microsoft Office to organize and analyze data
- Maintains knowledge of changes in programs regarding regulations and audit procedures. Learn the Department's fiscal system;
- Interact and maintain cooperative relationships throughout DDS, regional center and vendor staff; work independently;
- Speak and write effectively; analyze situations correctly and develop an effective course of action; maintain strict confidentiality;
- Interpret and understand statutes and regulations (Title 17, W&I Code, etc.);
- Utilize strong time management skills; prioritize and handle multiple assignments at the same time.

CERTIFICATION OR LICENSE: None.